



# NEVADA DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> St.  
Sparks Nevada 89431  
(775) 353-3623



## Organic Certification Program HANDLER APPLICATION

This application should be completed by the person applying for initial certification to handle organic agricultural products, or for Producers who both produce and handle their own organic agricultural products, in Nevada. Producer/Handlers must also submit a Producer Application. Some handlers may be exempt from the requirement to certify. Please see page 17 of this application for more information. You may obtain a copy of the National Organic Program standards (CFR 205) through the USDA website:

[www.ams.usda.gov/nop](http://www.ams.usda.gov/nop) or by calling the Nevada Department of Agriculture office in Reno, 775-353-3623.

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**BUSINESS INFORMATION** (Where appropriate, list all corporate officers, offices, partners, etc. Attach additional pages if necessary)

Name (or names): \_\_\_\_\_ Date: \_\_\_\_\_

Business / Farm Name \_\_\_\_\_

Address of Farm or Business \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Legal status: sole proprietorship ☐ Corporation ☐ Cooperative ☐ Trust or non-profit

☐ Legal partnership Federal tax ID or social security #: \_\_\_\_\_

Year your company began \_\_\_\_\_ Number of employees \_\_\_\_\_

Person responsible for day to day activities on farm or facility: \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Type of processing/handling operation (e.g. seed cleaning, canning, freezing, baking, custom processing, etc):

Is your operation a: ☐ primary vendor ☐ contract vendor ☐ both

List the general categories of products produced or processed by your company:

Do you currently handle organic products in Nevada?

☐ Yes ☐ No

Estimated annual total production: \_\_\_\_\_ % organic

\_\_\_\_\_ % nonorganic

### CERTIFICATION FEES.

The organic certification fee consists of three parts: (1) the application fee, (2) the annual gross income fee, and (3) the inspection fee. You will submit the application fee and the gross income fee with this application. The application fee is non-refundable. The gross sales fee is refundable should you decide to withdraw your application. The inspection fee will be billed to you following the inspection of your farm or facility.

Under the National Organic Program (7CFR Part 205) businesses with annual gross sales of organic products of \$5,000.00 or less are exempt from the requirement to certify. See page 17 of this application for details. Even if you qualify for the exemption, you can still apply for certification if you choose.

Calculate YOUR Organic Certification Fee: Total the amounts from (1) and (2) below. Applications received without the necessary fees will be returned. The inspection fee (3) will be billed to you after the annual inspection.

### (1) Application fee

- ☐ Certified Producer with On-Farm Processing. If you process certified organic ingredients that **ONLY** you have produced and are applying for or are currently a NDA certified producer, you pay only the Producer Certification fee .....\$ 0.00
- ☐ Certified Producer with On-Farm processing facilities handling certified ingredients of your own **and for others**.....\$ 150.00
- ☐ Commercial Food, Feed or Fiber Processor (pay only one fee).....\$150.00

(1) **Application Fee** \$ \_\_\_\_\_

### (2) Estimated annual gross income (products or services) of organic products:

<i>Gross Income</i>	<i>Amount</i>
\$0 to \$ 5,000.00	\$150.00
\$5,001.00 to \$10,000.00	\$175.00
\$ 10,001.00 to \$ 15,000.00	\$250.00
\$ 15,001.00 to \$ 20,000.00	\$275.00
\$ 20,001.00 to \$ 25,000.00	\$300.00
\$ 25,000.00 to \$ 30,000.00	\$325.00
\$ 30,001.00 to \$ 35,000.00	\$350.00
\$ 35,001.00 to \$ 50,000.00	\$375.00
\$ 50,001.00 to \$ 75,000.00	\$450.00
\$ 75,001.00 to \$ 100,000.00	\$550.00
\$ 100,001.00 to \$ 150,000.00	\$600.00
\$ 150,001.00 to \$ 200,000.00	\$700.00
\$ 200,001.00 to \$ 250,000.00	\$850.00
\$ 250,001.00 to \$ 350,000.00	\$1,250.00
\$ 350,001.00 to \$ 500,000.00	\$1,750.00
\$ 500,001.00 to \$ 1,000,000.00	\$3,500.00

(2) **Gross Income Fee** \$ \_\_\_\_\_

**Total of (1) and (2). Submit this amount with your application.....** \$ \_\_\_\_\_

*\*Note: Gross sales amounts are subject to verification during annual inspection.*

### 3) Inspection fee

The inspection fee includes mileage charges and time calculated from the inspector's departure from the NDA office until the inspection is completed and the inspector returns to the NDA office. The fee is \$65.00 per hour, and the current mileage rate is \$.56/mile. The inspection fee will be billed to you after the inspection occurs. An estimate of the inspection cost will be mailed to you once your application has been processed and approved. Please contact the Department with questions regarding inspection billing, and refer to the USDA National Organic Program Handbook for information related to preparing for the inspection.

**Change Your Mind?** *If you wish to withdraw your application for certification once it has been submitted to the Department you must notify the Department in writing prior to the on-site inspection taking place or you will be charged an inspection fee of \$65.00 per hour plus mileage to and from the inspector's assigned office . If you change your mind, the gross sales fee will be returned to you. **The application fee is not refundable***

### Previous or concurrent Organic Certification

I. Does a certifying agent other than the Department currently certify you? ☐ Yes ☐ No

If yes, please complete the following information:

Certifying Agent: \_\_\_\_\_

Address of Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

When did this agent perform the last on-site inspection? \_\_\_\_\_

Under which categories are you certified? \_\_\_\_\_

II. List names of any organic certifying agents to which application for certification has previously been made (use reverse if necessary). \_\_\_\_\_

Have you ever been issued a notice of non-compliance or notice of denial of organic certification by a certifying agent other than the Department? ☐ No ☐ Yes. If yes, explain. Attach all documents that relate to the non-compliance or notice of denial including a full description of the actions taken, with supporting documentation, to correct the non-compliance noted in the notice of non-compliance. \_\_\_\_\_

### Permits and Registrations

Is your facility inspected by another government agency? ☐ Yes ☐ No

If yes, please complete the following table:

Name of Agency	Reason for Inspection	Date of Inspection	Result of Inspection

### SUPPORTING DOCUMENTATION Attach the following documents

Y 1. An overall description of physical facilities including floor plans and all equipment.

Y 2. A general written description of the handling and processing operation (describe your operation), including the general types of organic product processed, distributed or sold.

**The information provided on the following pages is divided into two parts: Part One - History and general information about your business operation and the products your produce or plan to produce, and Part Two - an “Organic System Plan”. Please fill out this questionnaire in full. Use additional sheets if necessary. Filling out this questionnaire in full will satisfy the requirement that you submit an Organic System Plan for certification. Your application for certification will be evaluated on the basis of the completeness of the information you provide.**

**If you have questions about this application, please call the Nevada Department of Agriculture organic program staff at: 775-353-3773.**

## PART ONE: ORGANIC PRODUCT PROFILES AND LABELING

### A Note About Labeling and Product Composition

(CFR Subpart D)

#### A. Use of the word “Organic”:

The NOP Rule has 4 categories of products which can use the word “organic”. These are “100% organic”, “organic”, “made with organic (specified ingredients)”, and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding water and salt) of combined organic ingredients by the total weight or volume of all ingredients (excluding water and salt). All ingredients identified as “organic” in the ingredients list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

#### B. Product Composition

(CFR 205.301)

Products labeled “**100% organic**” must contain 100% organic ingredients, including processing aids. Products labeled as “**organic**” must contain at least 95% organic ingredients; non-organic ingredients must be on the National List (CFR 205.606; and all synthetic ingredients and processing aids must be on the National List. Products labeled “**made with organic (specified ingredients or food groups)**” must contain at least 70% organic ingredients. For “100 % organic”, “organic”, and “made with...” products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled “organic” or “made with...” must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled as “made with...” may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as “organic” on the ingredient display statement or be counted in the calculation of the product’s organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel.

Refer to the National List, Section 205.206 and 205.606 to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in or on products labeled “organic” or “made with ...”

#### C. Label Information

(CFR 205.303)

The NOP Rule has specific requirements for principal display panel information relating to the use of the term “organic” depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the *ingredient information panel*. Up to three ingredients or food groups can be listed on the *principal display panel* for products labeled as “made with organic (specified ingredients or food groups)”. The term “organic” cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as “organic”. The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, “Certified organic by...” or similar phrase. The address and telephone number of the certifying agent may be displayed.

#### D. USDA and Certifying Agent Seals

(CFR 205.311)

The USDA seal can be used on “100% organic” or “organic” products, but not on products labeled “made with ...”. A certifying agent’s seal, logo, or other identifying mark can be used on “100% organic”, “organic”, or “made with...”. Products with less than 70% organic ingredients cannot use the USDA seal or the certifying agent’s name, seal, or logo. The certifying agent’s seal cannot be displayed more prominently than the USDA seal.

Will sulfites, nitrites, or nitrates be added during the production or handling process of any products you intend to label as organic? ☐ Yes ☐ No

If yes, list all organic products produced with sulfites, nitrites, or nitrates. \_\_\_\_\_

#### NOTE:

] If you handle and do not label the products you handle please go right to “Part Two: Assurance of Organic Integrity” on page 7.

] If you handle and process organic products, select ingredients and processing aids, and makes decisions regarding the content of the labels for those product please go to the next page: “**Organic Product Profile**”.

**Organic Product Profile:****A. For products to be labeled as “100% Organic”****CFR 205.301(a), 205.303**

Fill in the following information for each product for which you are requesting certification: Attach an “Organic Product Profile Sheet” (see page 16 for blank forms) and examples of all labels used, or to be used, for each product requested for certification.

<b>Products labeled as “100% organic” (All ingredients are certified 100% organic, including processing aids)</b>				
List all products labeled or planned to be labeled as “100% organic”. Check appropriate box if the statement is correct. Attach more pages if necessary. CFR 205.303				
Name of Product	Organic Ingredients identified in information panel (Y)	Certifying agent name identified on label (Y)	Use USDA logo on label (Y)	Use certifying agent seal/logo on label (Y)

**B. For products to be labeled as “Organic”:****CFR 301(b), 205.303**

Fill in the following information for each product for which you are requesting certification: Attach an “Organic Product Profile Sheet” (see page 16 for blank forms) and examples of all labels used, or to be used, for each product requested for certification.

<b>Products labeled as “organic” (at least 95% organic ingredients).</b>				
List all products labeled or planned to be labeled as “organic” and check the appropriate boxes. CFR 205.333				
Name of Product	Organic Ingredients identified in information panel (Y)	Certifying agent name identified on label (Y)	Use USDA logo on label (Y)	Use certifying agent seal/logo on label (Y)

**Labeling of products to be sold as “organic”:**

Will any products labeled as “organic” show the percentage of organic ingredients on the label?

☐ Yes ☐ No

If yes, list all products so labeled. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the size of the percentage statement exceed than one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded *down* to the nearest whole number? ☐ Yes ☐ No

**C. For products labeled as “made with organic (specified ingredients or food groups)” :CFR 205.301(c), 205.304**

Fill in the following information for each product for which you are requesting certification: Attach an “Organic Product Profile Sheet” (see page 16 for blank forms) and examples of all labels used, or to be used, for each product requested for certification.

<b>Products labeled as “made with organic (specified ingredients or food groups)” (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)</b> List all products labeled or planned to be labeled as “made with organic ingredients or food groups” and check the appropriate boxes. CFR 205.304					
Name of Product	How may ingredients or food groups are listed on the label?	List each ingredient or food group shown on the <i>principle</i> display panel	Organic ingredients identified on the <i>information</i> panel (Y)	Certifying agent name on label (Y)	Certifying agent seal /logo on label (Y)

**Labeling of Multi-ingredient agricultural products sold as “made with organic ingredients”:**

Does the “made with organic ingredients” statement of the principle display panel exceed one-half the size of the largest type size on the panel? ☐ Yes ☐ No

Does the “made with organic ingredients” statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Do any products labeled “made with organic ingredients” show the percentage of organic ingredients in the product? ☐ Yes ☐ No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number? ☐ Yes ☐ No

**D. Products made with less than 70% organic ingredients:****CFR 301(d)**

Fill in the following information for each product for which you are requesting certification: Attach an “Organic Product Profile Sheet” (see page 16 for blank forms) and examples of all labels used, or to be used, for each product requested for certification.

<b>Products made with less than 70% organic ingredients.</b> (organic ingredients listed only on the information panel)			
List all products which contain less than 70% organic ingredients:			CFR 205.305(d)
Name of Product	Are organic ingredients identified in the ingredient statement? (Yes/No)	List each organic ingredient.	Are organic ingredients verified in writing to be produced and handled pursuant to NOP requirements? (Yes/No)

**PART TWO: ASSURANCE OF ORGANIC INTEGRITY. Water, Product Flow, Organic Control Points, Equipment**

**A. Water**

Check ways water is or will be used in processing:

☐ ingredient      ☐ none used☐ processing aid      ☐ cooking      ☐ cooling      ☐ product transport☐ cleaning of organic products      ☐ cleaning equipment      ☐ other\_\_\_\_\_Source of water:      ☐ municipal      ☐ on-site well      ☐ other\_\_\_\_\_Does water meet Safe Drinking Water Act?      ☐ Yes      ☐ NoAre on-site water treatment processes used?      ☐ Yes      ☐ NoIf yes,  
describe:\_\_\_\_\_Will steam be used in the processing or packaging of organic products?      ☐ Yes      ☐ No

If yes, describe how steam is used.\_\_\_\_\_

Does steam have direct contact with organic products?      ☐ Yes      ☐ No

Do you use:

☐ steam filters      ☐ condensate traps      ☐ testing of condensate

☐ testing of finished products

☐ other \_\_\_\_\_

List products used as boiler additives \_\_\_\_\_

Attach MSDS and/or label information for boiler additives, if applicable.

How often do you conduct water quality monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed  
☐ other \_\_\_\_\_

## B. Product Flow

**CFR 205.201(a), 205.270 and 205.272**

Handling practices must not present contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products contained therein. Procedures used to maintain organic integrity must be documented.

**Y Attach a complete, written definition or schematic product flow chart which shows the movement of all ingredients and products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified.**

## C. Organic Integrity

List specific practices you have incorporated into your process to address areas of potential commingling and/or contamination, or attach a copy of your organic integrity program. Attach additional pages if necessary:

Receiving \_\_\_\_\_

\_\_\_\_\_

Storage \_\_\_\_\_

\_\_\_\_\_

In-Process \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Storage \_\_\_\_\_

\_\_\_\_\_

Shipping \_\_\_\_\_

\_\_\_\_\_

## D. Monitoring

Do you have a Quality Assurance Program in place? ☐ Yes ☐ No

If yes, what program will or do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ Our own program ☐  
other. Describe. \_\_\_\_\_

Will any outside quality assurance assessments services be used (e.g. AIB)? ☐ Yes ☐ No

If yes, name of service and date of last inspection \_\_\_\_\_

Product testing (check all that apply): ☐ ingredients tested prior to purchase

☐ ingredients tested upon receipt ☐ products tested during production ☐ finished products tested

☐ other \_\_\_\_\_

Describe the tests and their purpose(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



How will you prevent the use of ingredients produced using excluded methods (genetic engineering, sewage sludge, or ionizing radiation)? Check all that apply:

☐ GE testing    ☐ letters from suppliers    ☐ other \_\_\_\_\_

Will ingredient samples be retained?    ☐ Yes    ☐ No

Will finished product samples be retained?    ☐ Yes    ☐ No

If yes, for how long? \_\_\_\_\_

Will you have a product recall system?    ☐ Yes    ☐ No

If yes, describe \_\_\_\_\_

### E. Equipment

List all equipment used or to be used in processing.

Equipment name	Capacity	Check if equipment is cleaned prior to organic production (Y)	Check if the equipment is purged prior to organic production(Y)	Check if cleaning/purge is documented (Y)

If equipment is purged, list and describe purge procedures, quantities purged, and how you document. \_\_\_\_\_

### F. Sanitation

Check all cleaning methods to be used:    ☐ sweeping    ☐ scraping    ☐ vacuuming    ☐ compressed air

☐ clean in place    ☐ steam cleaning    ☐ sanitizing    ☐ other \_\_\_\_\_

Do you document when cleaning is done?    ☐ Yes    ☐ No

Are surfaces which directly contact organic products food grade?    ☐ Yes    ☐ No

Will you test food contact surfaces or rinsate for cleaner/sanitizer residues?    ☐ Yes    ☐ No

What test methods do you use? \_\_\_\_\_

Check methods and/or materials to be used for sanitation and/or cleaning:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> alcohol                       | <input type="checkbox"/> bleaches          | <input type="checkbox"/> detergents and/or soaps |
| <input type="checkbox"/> soda ash                      | <input type="checkbox"/> hydrogen peroxide |  |
| <input type="checkbox"/> citric acid                   | <input type="checkbox"/> caustic soda      | <input type="checkbox"/> iodine                  |
| <input type="checkbox"/> sulfuric or hydrochloric acid | <input type="checkbox"/> other _____       |  |

List all products to be used in sanitation and cleaning.

Material Used	Manufacturer	Describe Use

Describe how organic products will be protected from contamination by prohibited substances used in sanitation and cleaning \_\_\_\_\_

How are employees trained in preventing contamination to organic products by prohibited substances used in sanitation and cleaning? \_\_\_\_\_

Is this training documented in writing? ☐ Yes ☐ No

### G. Pest Management

Check all pest problems you have or anticipate having: ☐ flying insects ☐ crawling insects  
☐ rodents (mice, rats) ☐ spiders ☐ birds ☐ other \_\_\_\_\_

What type of pest management system will you use?

☐ In house

Name and position of person responsible for pest management: \_\_\_\_\_

☐ Contract pest control service.

Name, address, and phone for service: \_\_\_\_\_

Check pest management methods you will use:

- ☐ pheromone traps: How often are the traps monitored? \_\_\_\_\_
- ☐ insect/rodent traps: How often are the traps monitored? \_\_\_\_\_
- ☐ sanitation ☐ physical barriers ☐ removal of habitat
- ☐ sticky traps/baits ☐ beneficial insects ☐ biological control
- ☐ botanical insecticides ☐ microbial or viral insecticides (list below)
- ☐ soaps and/or oils ☐ diatomaceous earth (DE) ☐ aeration/ventilation
- ☐ allowed fumigation ☐ sealed doors and windows ☐ screened windows
- ☐ exterior weed control ☐ air curtains ☐ incoming ingredient inspection ☐ ultrasound/light
- ☐ electrocutors ☐ freezing treatment ☐ heat treatment ☐ vacuum treatment
- ☐ carbon dioxide ☐ nitrogen ☐ boric acid ☐ fumigation ☐ fogging
- ☐ crack and crevice spray ☐ other \_\_\_\_\_

List all products to be used for control of pests including traps, pheromones, pesticides, etc.

(Include insect, disease, weed, and vertebrate pest control products)

Product Used	Where used?	Active ingredient	Why used?

Describe how organic products will be protected from contamination by prohibited

Materials\* used in control of insects, rodents, etc. \_\_\_\_\_

\* See "Allowed and Prohibited Substances" CRF 7 Part 205 Subpart G

Will records be kept of all pesticide applications? ☐ Yes ☐ No

## H. Waste Management

Check all aspects of your waste management system that apply:

- ☐ on-site dumpster ☐ material recycling ☐ daily pick-up of waste ☐ composting
- ☐ field application of waste ☐ catch pond ☐ other \_\_\_\_\_

Are any waste products derived from organic processing? ☐ Yes ☐ No

If yes, is any of that waste product to be sold as organic? ☐ Yes ☐ No

If yes, you must also include Organic Profile Sheets for those products.

If no, how do you dispose of the organic waste? \_\_\_\_\_

## I. Packaging

Check types of packaging materials to be used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal  
☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber  
☐ plastic lined boxes, barrels, or bins ☐ other \_\_\_\_\_

Will packaging materials contain any materials (such as prohibited fungicides or insecticides) to retard spoilage?

☐ Yes ☐ No

If yes, please list the materials: \_\_\_\_\_

Will you use any packaging materials that have been previously used for another purpose? ☐ Yes ☐ No

If yes, describe how reusable packaging materials will be cleaned prior to use. \_\_\_\_\_

## J. Storage

Will all organic products produced or processed by your facility be stored on-site? ☐ Yes ☐ No

If no, give name, address, phone number, contact person and type of products stored off-site at facility. \_\_\_\_\_

Will on-site storage areas or units be dedicated to organic only? ☐ Yes ☐ No

If no and you plan to stock both organic and nonorganic ingredients/products, how will you prevent commingling of organic ingredients/products with nonorganic ingredients/products? \_\_\_\_\_

Will employees be trained to prevent commingling of stored products? ☐ Yes ☐ No

Will the training be documented in writing? ☐ Yes ☐ No

## K. Transportation of Organic Products

### Incoming

In what form will incoming products be received? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes  
☐ cardboard drums ☐ paper bags ☐ foil bags ☐ other \_\_\_\_\_

How will incoming products be transported? \_\_\_\_\_

Will you arrange for incoming product transport? ☐ Yes ☐ No

If you will use transport companies, have they been notified of organic handling requirements?

☐ Yes ☐ No

How will you insure that inbound transport units are cleaned prior to loading organic products?\_\_\_\_\_

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Will this be documented in writing? ☐ Yes ☐ No

How will in-process products be transported? ☐ fork lift ☐ hand carried ☐ pallet jack ☐ other\_\_\_\_\_

#### Outgoing Finished Products

Will organic products be shipped at the same time as nonorganic in the same transport unit? ☐ Yes ☐ No

If yes, check all steps to be taken to segregate organic products to prevent contamination and/or commingling: ☐ use of separate pallets ☐ pallet tags identifying as "organic"

☐ separate area in transport unit ☐ organic product shrink wrapped

☐ organic product sealed in non-permeable containers ☐ other\_\_\_\_\_

How will outgoing products be transported?\_\_\_\_\_

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Will you arrange for outgoing product transport? ☐ Yes ☐ No

If yes, how will you insure that organic products are not commingled with non-organic or contaminated with prohibited materials?\_\_\_\_\_

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Will this process be documented? ☐ Yes ☐ No

#### **L. Record Keeping**

##### **CFR 205.103**

NOP Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of finished organic products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be readily accessible to the inspector.

Which of the following records will you keep for organic processing/handling?

#### Incoming:

☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ customs forms

☐ scale tickets ☐ quality test results ☐ certificates of analysis ☐ transaction certificates

☐ copies of certificates of organic certification ☐ verification of non-GMO ingredients

☐ verification of ingredients produced not using sewage sludge

☐ verification of ingredients produced/handled without ionizing radiation

☐ documentation that organic ingredients are not commercially available when using nonorganic ingredients in products labeled as "organic"

☐ receiving records ☐ receiving summary log

☐ other\_\_\_\_\_

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In process:

- ☐ ingredient inspection forms   ☐ blending reports   ☐ production records   ☐ equipment clean-out logs  
☐ sanitation logs   ☐ packaging reports   ☐ QA reports   ☐ production summary reports  
☐ other \_\_\_\_\_
- 

Storage

- ☐ Ingredient inventory reports   ☐ finished product inventory reports   ☐ other \_\_\_\_\_
- 

Outgoing:

- ☐ shipping log   ☐ transport unit inspection/cleaning forms   ☐ bills of lading   ☐ scale tickets  
☐ sales orders   ☐ sales invoices   ☐ phytosanitary certificates   ☐ export declaration forms  
☐ transaction certificates   ☐ copies of certificates of organic certification   ☐ shipping summary log  
☐ sales summary log   ☐ audit control register   ☐ complaint log   ☐ other \_\_\_\_\_
- 

Describe and show a sample of your lot numbering system: \_\_\_\_\_

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Can your record keeping system track a finished organic product back to all ingredients? ☐ Yes ☐ No

How long will you keep your records? \_\_\_\_\_

**You are welcome to attach any additional information about your operation, including brochures, advertisements, newspaper articles, etc.**

**SECTION THREE: SIGNATURE PAGE**

Signature of Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Owner or Manager: \_\_\_\_\_

Did you attached the following documents?

- ☐ processing flow chart
- ☐ product profile sheets (see page 15)
- ☐ pest management map of traps and monitors
- ☐ organic product labels (if applicable)
- ☐ labels for other substances (boiler additives, cleaners, pesticides)
- ☐ facility map (general)
- ☐ water test (if applicable)
- ☐ labels for minor ingredients
- ☐ labels for pesticide/sanitation products
- ☐ other (specify)
- ☐ non-organic ingredient verification statements
- ☐ Non-organic ingredient record

☐ I have made copies of this application and other supporting documents for my own records.

**SUBMIT COMPLETED APPLICATION, FEES AND SUPPORTING DOCUMENTS TO:**

**Nevada Department of Agriculture  
405 South 21<sup>st</sup> St.  
Sparks NV 89431  
Attn: Organic Certification Program**

**Organic Product Profile – You *must* attach a copy of the label that will be used for this product (unless no packaging will be done)**

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Product Requested for Certification: \_\_\_\_\_

Percentage of organic ingredients: \_\_\_\_\_

☐ If you are requesting to co-pack this product and will not perform any type of formulation or re-formulation:

Who is the certifying agent of your client: \_\_\_\_\_ or ☐ Client is not certified organic

Check which labeling category this product meets: *attach samples of all labels for which this organic product profile is used.*

☐ “100% organic”    ☐ “organic”    ☐ “made with organic (specified ingredients)” [must have 70% or more organic ingredients]

Product composition: Complete the following information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients as well.

Ingredient (include additives)	Check if ingredient is certified “100%” organic(Y)	Check if ingredient is certified as “organic” (Y)	Check if ingredient is certified as “made with organic ingredients” (Y)	Certifying Agent	Supplier	In non-organic agricultural, check if ingredient is on the National List (Y)	Have you verified that the nonorganic ingredient was not produced using any of the following: (Y)			Check if you have documentation that the nonorganic agricultural ingredient was not commercially available in organic form (Y)	% of finished product by weight or volume
							Excluded Methods	Sewage sludge	Ionizing radiation		

Does this product contain organic and nonorganic forms of the same ingredient? ☐ Yes    No

If yes, list the specific organic and nonorganic forms of the same product: \_\_\_\_\_

**Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.**

Processing aid	Check if processing aid is certified <b>100% organic</b> (Y)	If nonorganic, check if processing aid is on the National List (Y)	Supplier	Certifying agent



PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR FILES

Nevada Department of Agriculture  
Organic Certification Program

**Exemption from Certification for Growers, Handlers, Retail Stores**

Exemption from Certification for Growers

The National Organic Program exempts growers from organic certification if gross agricultural income from organic sales total \$5,000.00 or less annually. Any grower whose gross sales of organic agricultural products are more than \$5,000.00 in a year will have to be certified. However, there are some limits on where and how non-certified products can be marketed. Refer to the NOP standards [205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Reno, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop>

Exemption from Certification for Handlers

The National Organic Program exempts handling operations from organic certification if gross agricultural income from organic sales total \$5,000 or less annually. Any handling operation whose gross sales of organic agricultural products are more than \$5,000.00 in a year will have to be certified. However, there are some limits on where and how non-certified organic products can be marketed. A company cannot process and label non-certified products as organic if they did not grow them. Refer to NOP standards 205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Reno, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop>

Exemption from Certification for Retail Stores

Generally, a retail store does not have to be certified. Retailers that process or repackage agricultural products for sale as organic at one location and then transfer that product to another location must be certified. Retailers that process, package, repackage, label, or re-label certified organic products for sale as “certified” organic must be certified.

**Questions? Please contact the Nevada Department of Agriculture office in Reno, 775-353-3623.**

**PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR FILES**

Nevada Department of Agriculture  
Organic Certification

**Notice of Applicant's Rights and Responsibilities**

Applicant's Rights

1. Provided that an application falls within the Nevada Department of Agriculture's area of accreditation, applications will be processed, to the extent of the Department's administrative capacity, without regard to the applicant's size or membership in any association or group [7CFR Part 205.501(a)(19)].
2. Applicant is not required to use the Nevada Department of Agriculture's organic certification seal, logo, and/or other identifying mark as a condition of certification [7 CFR Part 205.501(b)(1)].
3. Applicant has a right to obtain from certifying agent an estimated total cost of certification, and an estimate of the annual cost of updating the certification (e.g., fee schedule). The Department's fee schedule must explain what fee amounts are non-refundable and at what stage during the certification process fees becomes nonrefundable [7 CRF Part 205.642)].
4. Applicant may withdraw its application at any time. An applicant who withdraws its application shall be liable for the costs of services provided up to the time of withdrawal of its application. An applicant that voluntarily withdraws its application prior to the issuance of a notice of noncompliance will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdraws its application prior to the issuance of a notice of certification denial will not be issued a notice of certification denial [7 CFR Part 205.402(c)].
5. An applicant for certification who has received a written notification of noncompliance or a written notice of denial of certification may apply for certification again at any time with any certifying agent, in accordance with 7 CFR Part 205.401 and 205.405(e). The certifying agent must treat a new application for certification as a new application and begin a new application process pursuant to 7 CFR Part 205.402.
- 6. Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation, or suspended or revoked by the Nevada Department of Agriculture or the NOP [7 CFR Part 205.404(c)].**

Applicant's Responsibilities

1. Applicant is required to comply with all applicable provisions of the Organic Foods Production Act of 1990 (Act) as amended [7 U.S.C. 6501 et seq.], including requirements of the Nevada Department of Agriculture and National Organic Program regulations.
2. Applicant must establish and implement (and thereafter annually update) an organic production or handling plan, as described in 7 CFR 205.200.
3. Applicant must permit onsite inspections with complete access to the production or handling operation, including non-certified production and handling areas, structures, and offices by the Nevada Department of Agriculture, as provided for in 7 CFR 205.403.
4. Applicant must maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and allow authorized representatives of the USDA Secretary and the Nevada Department of Agriculture to access such records during normal business hours for review and copying to determine compliance with the Act [7 CFR Part 205.400(d)].
5. Applicant must submit the applicable fees charged by the Nevada Department of Agriculture. The applicant is required by the Nevada Department of Agriculture to pay at the time of application a nonrefundable fee that shall be applied to the total certification fee.
6. Applicant must immediately notify the Nevada Department of Agriculture of any (1) application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation, and (2) change in a certified operation or any portion of a certified operation, that may affect its compliance with the Act and NOP regulations [205.400(e)].

7. When an applicant who has previously received written notification of noncompliance or written notice of denial of certification subsequently submits a new application to a certifying agent other than the agent who issued the notification of noncompliance or notice of denial of certification, the applicant must include a copy of the notification of noncompliance or notice of denial of certification and a description of the actions taken, with supporting documentation, to correct the noncompliances noted in the notification of noncompliance.

8. If the Nevada Department of Agriculture has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented the applicant's operation or its compliance with the NOP certification requirements, the Nevada Department of Agriculture may deny certification without first issuing a notification of noncompliance [7 CFR Part 205.405(g)].

The preceding applicant rights and responsibilities do not constitute all of an applicant's rights and responsibilities under the NOP. For example, an applicant's rights and responsibilities with respect to an onsite inspection are set out in the Nevada Department of Agriculture's "Onsite Inspection Standards and Procedures" (NDA form #), available upon request, and provided to an applicant prior to an onsite inspection.